



HR Pre-Approval Endorsement Request E-Mail Transmittal

TO : Brigitte Tubbs-Jones, Employment Law Counsel
Department of Human Resources
E-mail : ~~Brigitte.Tubbs-Jones@tn.gov~~ DOHR.Contracts@tn.gov

FROM : Suzanne G. White
E-mail : Suzanne.g.white@tn.gov

DATE : August 22, 2016

RE : Request for Human Resources Pre-Approval Endorsement

Applicable RFS # 35910-02190

Human Resources Endorsement Signature & Date:

Brigitte Tubbs-Jones 8/23/16
Department of Human Resources

Department of Human Resources (HR) pre-approval endorsement is required pursuant to procurement regulations pertaining to contracts with an individual; contracts that involve training State employees (except training pursuant to an information technology system procurement); or services relating to the employment of current or prospective state employees (interviewing, screening, evaluating, *et cetera*). This request seeks to ensure that HR is aware of and has an opportunity to review the procurement detailed below and in the attached document(s). This requirement applies to any procurement method regardless of dollar amount.

Please indicate HR endorsement of the described procurement (with the appropriate signature above), and return this document via e-mail at your earliest convenience.

Contracting Agency	Department of Children's Services
Agency Contact (name, phone, e-mail)	Suzanne G. White <u>Suzanne.g.white@tn.gov</u> 615-741-0581
Attachments Supporting Request (as applicable – copies without signatures acceptable)	
<input checked="" type="checkbox"/> Solicitation Document <input type="checkbox"/> Special Contract Request <input type="checkbox"/> Amendment Request <input checked="" type="checkbox"/> Proposed contract or amendment	
Subject HR Service Description (Brief summary of HR services involved. As applicable, identify the contract and solicitation sections related to the HR services.)	
Procurement and dispensement of drugs to youth placed at the Department's Youth	